

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Warehouse Worker	<b>Job Family:</b> 6
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 10

**Definition:** To receive, store, issue and deliver warehouse materials, and to perform related tasks as required.

**Supervision Received and Exercised:** Receives general supervision from the Storekeeper/Buyer.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Receive goods into the warehouse and check for proper quality, quantity, condition and price.
2. Survey warehouse for low stock items.
3. Maintain an organized warehouse storage system.
4. Dispense materials from the warehouse.
5. Responsible for the delivery of supplies from the warehouse to various departments around the City, and delivering mail throughout the City.
6. Maintain City property inventory by identifying equipment requiring listing on the City's inventory and tagging the item appropriately.
7. Assist in reordering stock items when necessary.
8. Check-in surplus equipment and maintain a record of surplus activity.
9. Assist in computer data entry.
10. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Stock issuance policies and procedures; basic English and arithmetic; and inventory control.

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Ability to: Handle stock; check for proper quantity; drive a forklift; assist in the organizing of a warehouse; and meet the physical requirements necessary to safely and effectively perform assigned duties including performing continuous moderate physical effort.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: A minimum of two years in warehouse/stockroom or related work. Training equivalent to completion of the 12th grade.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license.

Established October 1991 (F)

Revised May 1995

CLASS SPECS

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